

Help for new Candidates and Treasurers Webinar

Government Accountability Board
Tuesday, April 22, 2014

Introduction

- GAB General Contact info
608.261.2028
gabcfis@wi.gov
- Topics:
 - Registration
 - Reporting Requirements
 - Basic Intro to CFIS
 - Common Mistakes/General Advice
 - Question Section

Registration

- Do I need to register?
- Who do I register with?
- What information do I need to provide?

CAMPAIGN REGISTRATION STATEMENT STATE OF WISCONSIN GAB-1			FOR OFFICE USE ONLY
IF A CANDIDATE DOES NOT FILE THIS STATEMENT BY THE DEADLINE FOR FILING NOMINATION PAPERS, THE CANDIDATE'S NAME WILL NOT BE PLACED ON THE BALLOT.			
NOTICE: ANY CHANGE OF INFORMATION ON THIS REGISTRATION STATEMENT MUST BE FILED WITHIN 10 DAYS.			
IS THIS AN AMENDMENT? <input type="checkbox"/> Yes <input type="checkbox"/> No			
I. CANDIDATE AND CANDIDATE COMMITTEE INFORMATION			
Name of Candidate	Party Affiliation	Office Sought (include district or branch number)	
Residence Address (number and street)	Primary Date	Candidate Telephone Number (residence)	
City, State and Zip Code	Election Date	Candidate Telephone Number (employment)	
Campaign Committee Name (if any)	Check One: <input type="checkbox"/> Personal Campaign Committee <input type="checkbox"/> Support Committee	Candidate Email Address	
Campaign Committee Address (if different than above) - Number, Street, City, State and Zip Code		Committee Email Address	
Telephone Number (if different than above)			

Registration

- **What does exemption mean?**
 - Not taking over \$100 from a single source and
 - Not raising more than \$1,000 in calendar year and
 - Not spending more than \$1,000 in calendar year
- **Advice on filling out GAB-1**
- **All information is public (except bank account number)**
- **Amendments within 10 days**

Reporting Requirements: I'm registered, now what?

- Who do I file with?
- Major campaign finance reporting requirements
- When do I need to fill out a report?
 - Campaign Finance Report (GAB-2, GAB-10, GAB-12)
 - Late/48 Hour Reports (GAB-3, GAB-4, GAB-7)



Putting it All Together

Quiz 1: I registered April 1st for Assembly for the 2014 Fall Election. I am not going to have a primary. What reports will I file?

Answer: July Continuing, Fall Pre-Primary, Fall Pre-Election, January 2015



Putting it All Together



Quiz 2: It's a week before my election for Assembly. I receive a check for \$500 from XYZ PAC. What reports do I and the PAC need to file and when?

Answer: I need to fill out the GAB-3 and send it within 48 hours to the GAB. This donation will also appear on my January 2015 report as well. This expense does not alone trigger the requirement of the PAC to file a GAB-3.

Putting it All Together

Quiz 3: It's a week before my election for State Senate. I receive a \$1500 check from conduit, composed of one \$1,000 contribution and 5 \$100 contributions from individuals. What has to be reported?

Answer: The candidate committee must file a GAB-3 report for the \$1000 contribution, but not the \$100 contributions. The conduit must file a GAB-4 report for the entire \$1500.



Campaign Finance Information System (<https://cfis.wi.gov>)

The online site with registration and reporting information
about committees registered with the State of Wisconsin

The screenshot shows the homepage of the Wisconsin Campaign Finance Information System (CFIS). The header features the Wisconsin state seal on the left and an American flag on the right. Below the seal is a navigation menu with links: Register a Candidate Committee, Register a Special Interest Committee/Independent Disbursement, Register a Conduit, Register a Sponsoring Organization, View Filed Reports, View Receipts, View Expenses, View Registrants, View Conduit Contributions, FAQs, and General Information. The main content area includes a 'Welcome to Wisconsin Campaign Finance Information System' message with website and email links, a 'Registrant Login' section with fields for Username and Password, a 'News' section, a 'Campaign Finance Information' section with links to Forms, Limits and Filing Deadlines, Training, and Manuals, and a 'Campaign Finance Information System' logo. The footer contains contact information for the Wisconsin Government Accountability Board, the CFIS version (2.7.55), and a note about the browser used.

WISCONSIN GOVERNMENT ACCOUNTABILITY BOARD | P.O. Box 7984, Madison, WI 53707-7984 Phone: 608-266-8005

CFIS 2.7.55
This site is better viewed with Internet Explorer 6.2 or Higher

[Download Adobe Reader](#)

Common mistakes and general advice

- **Don't wait until last minute to file report or ask questions**
- **In-kind contributions need to have matching contribution and expense**
- **Cash balances need to flow-ending cash of last report is beginning cash balance for next report**
- **Make copies of your checks**
- **Put your GAB ID# on everything – get the GAB ID# from every committee that gives you a contribution**

Common mistakes and general advice (Continued)

- If you are returning a contribution or paying a loan or incurred obligation, don't forget those aren't entered the same way as other expenses
- Set your default filing period every time (loans and obligations, uploads, etc.)
- Don't forget to look for upload codes on conduit transmittal letters

Common mistakes and general advice (Continued)

- If you receive a donation via PayPal or other online services, report what the entire amount that an individual gives you.
 - For example, Joe Smith gives \$100 to XYZ PAC via PayPal. PayPal takes \$5 for a fee, so XYZ PAC receives only \$95. XYZ PAC will report a \$100 contribution from Joe Smith and a \$5 expense for PayPal.
- After the election, consider options for terminating, exemption, staying active.

Questions?

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